

Certifiers and Timekeepers:

This is in preparation for a possible government shutdown. All technicians are to report to work at normal time tomorrow and go in to ATAAPS and input KE (Furlough) for 1 October 2013. On 2 October 2013 and beyond, the system will automatically be hard coded KE; however, I anticipate KE not being present tomorrow in ATAAPS so please code the rest of the week KE. Supervisors will need to certify all of their technician's timecard, ensuring 1 Oct-5 October are coded KE during their normal workdays.

Technicians will need to keep track of the time it takes them to come in on 1 October to input their timecard, certify timecards and get any items they need from their work areas. Once the government is back up you can submit a retro timecard and input the amount of time it took to come in and complete your timecard, certify timecards and get items you need from your work area.

If there are any changes that need to occur to this pay period after this pay period has been certified and processed, you will be able to enter in a retro timecard in ATAAPS.

Finance will start running missing time and missing certification at 0800 tomorrow. We will be running the report approximately every 15 minutes and contacting timekeepers and certifiers as needed.

Please pass this information on to your technicians.

//SIGNED//

MICHAEL J. HENINGER, MSgt, IDANG

Comptroller Flight Superintendent

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